

Fee - \$349 per day

Early Registration

Discount \$329 for online registration or if payment is received by **July 30, 2016**

**Tuesday
August 30, 2016**

REGISTER NOW

www.eetraining.eeoc.gov/tapsmain.html

By registering for a Training Institute event, you agree to all applicable Institute policies.

ENHANCE YOUR EEO KNOWLEDGE at the **2016 EEOC Nashville Technical Assistance Seminar** sponsored by the **EEOC Memphis District Office**. The seminar will be held at the **Embassy Suites Nashville Airport**.



EEOC Nashville Seminar

U.S. Equal Employment Opportunity Commission

2016 SEMINAR LOCATION

**Embassy Suites
Nashville Airport**

10 Century Blvd.
Nashville, TN 37214
(615) 871-0033

Group Code: FY1

Reserve hotel room by **July 30, 2016** for special rate of \$145.00 plus tax.

Participant materials will be available for download and/or e-mailed prior to the day of the seminar.

EVENT Code: 16T-MEM-02

TRAINING YOU CANNOT AFFORD TO MISS!
Join us for the best in EEO training, from the experts who enforce the law.



EEOC
Training Institute
...Learn from the Experts

Questions about the seminar?

Debra Finney
Outreach & Education Manager
(501) 324-6372
(501) 324-5991 FAX
debra.finney@eeoc.gov

U.S. Equal Employment Opportunity Commission

EEOC Nashville Seminar

Tuesday
August 30, 2016

CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than **10 business days** prior to the seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

WHO SHOULD ATTEND?

- Human Resources
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff (seminar approved for EEO Investigator Refresher credit)

Training Institute Policies - Event Code: 16T-MEM-02

PAYMENT - \$349 for the day. Fee includes seminar, lunch, refreshments at breaks and an eight volume 2016 EEO library on a **CD**. **PAYMENT MUST ACCOMPANY REGISTRATION.** *EEOC Tax ID Number: 52-0812909*

GET A DISCOUNT PRICE of \$329 when

1) registering on-line at www.eetraining.eeoc.gov/tapsmain.html before August 29, 2016.

2) mailed registrations are postmarked on or before July 30, 2016. All mailed payments postmarked after July 30 are subject to the \$349 registration fee. Checks **received after** July 30 containing insufficient funds will be returned. **NOTE:** All credit card charges will be listed as **EEOC Training Institute** on your statement.

MAIL registration forms and checks to:
EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

STATE AND LOCAL GOVERNMENT REGISTRANTS: NOTE: To request an invoice (to secure payment via **check or credit card**) please call or e-mail the EEOC Training Institute. **Registration** confirmation is issued **after** payment is received by the EEOC Training Institute.

FEDERAL GOVERNMENT REGISTRANTS USING IPAC (Intra governmental payment and collection): Federal agencies must complete the EEOC's Inter Agency Agreement Form (IAA Form) at the time of registration.

REGISTER ONLINE - www.eetraining.eeoc.gov/tapsmain.html
Credit card and electronic bank check registrations will receive immediate confirmation.

REGISTRATION QUESTIONS: Visit the website www.eetraining.eeoc.gov or contact our customer service staff at 703-291-0880 or toll free 1-866-446-0940; or send an e-mail to eeoc.traininginstitute@eeoc.gov for more information TTY# 1-800-828-1120.

CONFIRMATION: Registrants will receive e-mail confirmation upon receipt of a complete registration and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. **Bring your e-mail confirmation to the seminar.**

REASONABLE ACCOMMODATION REQUESTS — If you need an accommodation, please note it on the registration form and we will contact you.

U.S. Equal Employment Opportunity Commission

EEOC Nashville Seminar

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August 30, 2016



Schedule

7:15 a.m.
Registration

8:00 a.m.
Start

NOON Lunch
(Provided)

4:00 p.m.
End

Let the EEOC Be Your Trainer!

Experienced EEOC Staff will come to your worksite and provide training on popular EEO topics such as Harassment, EEO Overview, ADA Reasonable Accommodation and more.

For more information contact:
Debra Finney, Outreach & Education Manager,
(501) 324-6372
debra.finney@eEOC.gov

EEOC Training Institute is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CPSM or SHRM-SCPSM. This program is valid for 5.75 PDCs for the SHRM-CP or SHRM SCP. For more information about certification or recertification, please visit www.shrmcertification.org

7:15 AM	Registration and Continental Breakfast
8:00 AM	Welcome – Katharine W. Kores, District Director, <i>EEOC Memphis District</i>
8:15 AM	Managing Conflict in the Workplace: Options for Resolution Victor Voloshin, Chief Mediation Officer, <i>EEOC, Washington, D. C.</i>
9:15 AM	Legal Update: Significant Court Cases that Impact Your Organization Faye A. Williams, Regional Attorney, <i>EEOC Memphis District</i>
10:15 AM	Break
10:30 AM - 11:45 AM	Concurrent Workshops - Choose One Workshop 1: Workplace Harassment: The Next Generation William Cash, Area Director, <i>EEOC Little Rock Area Office</i> Workshop 2: The Big Payback Can Result in the Big Payout: Retaliation Deborah Walker, Enforcement Supervisor, <i>EEOC Nashville Area Office</i>
NOON	Lunch
1:15 PM	Concurrent Workshops - Choose One Workshop 3: Conflict is Good! Mastering the Art of Difficult Conversations Victor Voloshin, Chief Mediation Officer, <i>EEOC, Washington, D. C.</i> Workshop 4: What's New @ EEOC Sarah Smith, Area Director, <i>EEOC Nashville Area Office</i> Sylvia Hall, Enforcement Supervisor, <i>EEOC Nashville Area Office</i>
2:30 PM	Break
2:45 PM	Concurrent Workshops - Choose One Workshop 5: Dusting Off the Employee Handbook Stan Graham, Partner, Labor and Employment, <i>Waller Lansden Dortch & Davis</i> Workshop 6: ADA 101: The Basics for New HR Professionals Shirley Richardson, Deputy Director, <i>EEOC Memphis District</i>
4:00 PM	Final Wrap Up, Certificates and CDs
4:15 PM	

The HR Certification Institute has pre-approved this activity for 6.25 hours recertification credit towards the aPHR®, PHR®, PHRca®, SPHR®, GPHR®, PHRI® and SPHRI® certifications. The content of the activity has met the criteria of the Approved Provider Program. CLE credit is being sought in Mississippi and Tennessee. Additionally, it is also meets the 8 hour yearly training requirement for federal EEO Investigators and Counselors.

EEOC NASHVILLE SEMINAR 2016

Please print and
use a separate form
for each attendee

ENROLLMENT

Event Code: 16T-MEM-02

First Name _____ MI ____ Last Name _____

Title _____

Organization _____ Suborg. _____

Address _____

City _____ State _____ Zip _____

E-Mail _____

Business Telephone () _____ (if TTY, please check here ☐)

Fax No. () _____ Company/Agency Tax ID Number _____

Do you require a reasonable accommodation, due to a disability, to attend this program? ☐ Yes

Describe accommodation requested or special diet needed: _____

REGISTRATION FEE

☐ One day \$349 / \$329* **Discount Price**

*Discount price of \$329 available for online registrations received before August 29, 2016. All payments received after July 30 will be subject to a \$349 registration fee. Checks received after July 30 containing insufficient funds will be returned. Mail registrations to: EEOC Training Institute, 6841 Elm Street, Suite 1092, McLean, VA 22101

PAYMENT TYPE

Credit Card ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Account # _____ Exp. Date _____

Card Security Code (3 or 4 un-embossed digits near signature block) _____

Cardholder Name (please print) _____

Signature _____ Cardholder Email _____

Cardholder Address _____

☐ **Check** Payable to **EEOC Training Institute** 6841 Elm Street, Suite 1092, McLean, VA 22101

☐ **State/Local Government Entities:** To request an invoice to secure payment via check or credit card, please contact the **EEOC Training Institute at 866-446-0940** or send an e-mail to eeoc.traininginstitute@eeoc.gov.

☐ Federal Government Agencies must complete the EEOC's Inter Agency Agreement (IAA Form) at the time of registration. Please contact the **EEOC Training Institute at 866-446-0940** or send an e-mail to eeoc.traininginstitute@eeoc.gov.

Person filling out this form (if different than registrant)

Name: _____ E-mail: _____

► **REGISTER ONLINE** WITH A CREDIT CARD OR CHECK AT www.eeotraining.eeoc.gov/tapsmain.html

► **MAIL** to EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

► **QUESTIONS? CALL** 703-291-0880 or toll free 1-866-446-0940; **or e-mail**

eeoc.traininginstitute@eeoc.gov

* PAYMENT IS REQUIRED PRIOR TO TRAINING

Have you attended an
EEOC-sponsored seminar,
course or conference in the
last 5 years? ☐ Yes ☐ No

Employees
at your facility?

- ☐ Under 50
- ☐ 50-99
- ☐ 100-249
- ☐ 250-499
- ☐ 500-999
- ☐ 1,000+

Your Organization:

- ☐ Federal Gov't
- ☐ State/Local Gov't
- ☐ Private

Your Position:

- ☐ Attorney
- ☐ EEO Director, Manager, Supervisor
- ☐ EEO Professional (Investigator, Counselor, Specialist)
- ☐ HR Director, Manager, Supervisor
- ☐ HR Staff
- ☐ Mediator, ADR
- ☐ Other Manager, Supervisor
- ☐ President, CEO, Owner
- ☐ Union Representative
- ☐ Other _____

How did you learn about this seminar?

- ☐ Brochure in mail
- ☐ Colleague
- ☐ EEOC event
- ☐ Email
- ☐ Website/Internet
- ☐ Newspaper/ Newsletter
- ☐ Professional Organization
- ☐ SHRM
- ☐ Other _____